

**Equal Opportunities and Disability Access Officer (Holding a substantive rank of Executive Officer I) (Ref: 2300528)**  
**Student Affairs Office**

The appointee will be working in the Counselling Services Section of Student Affairs Office. He/she will be responsible for (a) overall planning, development, coordination and implementation of special educational needs (SEN) support services at the university, which include budget planning and monitoring, service review and evaluation, report writing, as well as liaison with various internal and external parties for the provision of support to students with SEN at case level; (b) formulating, reviewing and implementing the University's policies, procedures and systems on equal opportunities including sexual harassment and disability access, and ensuring the University's compliance with all applicable anti-discrimination ordinances, promoting equal opportunity, and the handling of related complaints/grievances/enquiries from staff, students and individuals who have dealings with the University; and (c) supporting committee work and performing supervisory roles to subordinates.

Applicants should have a Bachelor's or Master's degree in a relevant discipline (such as social work, psychology, social sciences, education, or related areas) with at least 8 years of relevant working experience, preferably gained in the tertiary education sector and working with students with SEN. They should have strong sense of responsibility; be capable of multi-tasking and work independently. Applicants should also have good leadership, planning and management skills, strong interpersonal and communication skills; a caring attitude; and high proficiency in both English and Chinese (Cantonese and Putonghua).

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Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include contract-end gratuity, leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 26 May 2023, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

**EdUHK is an Equal Opportunities Employer.**